

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
COUNTY OF NEWPORT**

At a meeting of the Town Council of the Town of Tiverton, County and State aforesaid, held at the Tiverton Town Hall, 343 Highland Road, on the 24th day of June 2013 A.D. at 7:00 p.m.

President Roderick opened the meeting with the Pledge of Allegiance to the Flag.

<b>Roll Call:</b>	<b>Edward A. Roderick-President</b>	<b>William P. Gerlach</b>
	<b>Denise M. deMedeiros-Vice President</b>	<b>Jay J. Lambert</b>
	<b>James Arruda - Absent</b>	<b>Brett N. Pelletier</b>
	<b>Joan B. Chabot</b>	

Town Administrator, James C. Goncalo and Town Solicitor, Andrew M. Teitz were also present.

**HONORABLE STATE REPRESENTATIVE JOHN G. EDWARDS PRESENTATION**

**CHIEF ROBERT LLOYD – OATHS FOR PROBATIONARY FIREFIGHTERS WILLIAM J. BARRETT AND BENJAMIN J. WELCH**

Council President Roderick explained Representative Edwards will be late. The Oaths for the Firefighters will also be done later in the agenda.

**Approval of Consent Agenda:**

All items listed with (CA) are to be considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Council or a member of the public so requests, in which event the item will be removed from Consent Agenda (CA) consideration and considered in its normal sequence on the agenda.

President Roderick read the items on the Consent Agenda, requested removal of item CA6, Proclamation In Appreciation of Reverend Peter J. Andrews.

Councilor Gerlach made a motion, seconded by Councilor Chabot to approve the Consent Agenda for everything except CA6, Proclamation In Appreciation of Reverend Peter J. Andrews. Motion passed unanimously.

The Consent Agenda was as follows:

**CONSENT AGENDA**

**A-1-Approval of Minutes of Previous Meetings:**

- a. Approval of Minutes Regular Council Meeting June 10, 2013
- b. Approval of Executive Session Minutes June 10, 2013

**A-2-Receipt of Minutes from the Following Boards, Commissions**

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| a. Conservation Commission           | f. Prevention Coalition             |
| b. Fogland Beach Oversight Committee | g. Pocasset Cemetery Commission (2) |
| c. Open Space Commission (3)         | h. Historical Cemetery Commission   |
| d. Economic Development              | i. Zoning Board of Review           |
| e. Wastewater Management             | J. Tree Commission Annual Report    |

**A-3-Correspondence – Receive and File:**

- a. Attorney General – Notice of Open Government Summit on August 2, 2013
- b. Town of Foster – Resolution Supporting The Municipal Road and Bridge Revolving Fund
- c. Jamestown Town Council – Resolution Opposing S322 Sub A and H5394 Regarding Assessing partially Completed Structures

**A-4-Approval of Tax Assessor Abatement**

**A-5-Town Treasurer Denise Saurette – Distribution of May Budget and Revenue Reports**

**A-7-Approval of Town Council Resolution Opposing Senate Bill 322 Sub A and House Bill 5394 Regarding Assessment of Partially Completed Structures**

**A-8-Correspondence From FEMA Relating to Floodplain Management Measures to Participate in the National Flood Insurance Program (NFIP) – Referred to Building/Zoning Official, Town Administrator and Town Solicitor**

**A-9-Correspondence Sent to DEM Director Coit Regarding Town Ordinance Regarding Drinking Water Reservoirs and Fishing Tournament Permits**

**BUSINESS BROUGHT BEFORE THE COUNCIL**

**Proclamation In Appreciation of Reverend Peter J. Andrews**

Council President Roderick read the Proclamation in Appreciation of Reverend Peter J. Andrews.

Councilor Lambert made a motion, seconded by Councilor Chabot to approve the Proclamation in Appreciation of Reverend Peter J. Andrews. Motion passed unanimously.

**CHIEF ROBERT LLOYD – OATHS FOR PROBATIONARY FIREFIGHTERS WILLIAM J. BARRETT AND BENJAMIN J. WELCH**

Chief Robert Lloyd explained the Firefighter Recruits, William J. Barrett and Benjamin J. Welch completed 14 weeks of training for Firefighter I, II, Hazmat materials operations and pump operations. President Roderick administered the Oath of Office to Probationary Firefighters William J. Barrett and Benjamin J. Welch. A round of applause and congratulations followed.

**OPEN PUBLIC FORUM**

Barbara Pelletier wanted to get the message out, Tiverton is open for tourism. Looking for a dedicated space in the Town Hall, maybe have a wave banner out front or near Fort Barton with Council approval. Solicitor Teitz noted Mrs. Pelletier submits reports, Council cannot take action on open forum should be on the agenda, Open Forum usually used for bringing Council attention to an item or for complaints. Mrs. Pelletier gave the Council a handout regarding the dog park. One other person signed up to speak at the forum but was not in attendance.

**PUBLIC HEARINGS & PUBLIC PRESENTATIONS**

**ADVERTISED PUBLIC HEARINGS**

**Jane Bitto, Evelyn’s Restaurant – Public Hearing for Sound Variance For Outdoor Music Event “Singing Out Against Hunger” To Take Place On Friday, September 13th and Saturday, September 14th from 11:30am to 9pm and Sunday, September 15th from 11:30am to 7pm**

Jane Bitto, Evelyn’s Restaurant explained this was the 10<sup>th</sup> year, have been coming to the Council for a Sound Variance. It is a music event, decibel levels are recorded through the weekend. President Roderick opened for public comment. David Holmes questioned why they have to request a sound variance when doing something for charity when others do not follow this. Councilor Pelletier requested specifics. Mr. Holmes explained there were outdoor venues regularly at Four Corners, questioned why these applicants had to come year after year. Solicitor Teitz explained there was difference. The outdoor event has a separate licensing requirement which may also need a sound variance. If no one complains the Town is not enforcing. Mr. Holmes suggested extending the sound variance to infinity. President Roderick noted the Council does support this event, called for any further public comment, there were no other comments.

Councilor Lambert made a motion, seconded by Councilor deMedeiros to approve the request for a Sound Variance for Outdoor Music Event “Singing Out Against Hunger” to take place on Friday, September 13<sup>th</sup> and Saturday, September 14<sup>th</sup> from 11:30 a.m. to 9:00 p.m. and Sunday, September 15<sup>th</sup> from 11:30 a.m. to 7:00 p.m. Motion passed unanimously.

**Lisa Machado, Coastal Roasters – Public Hearing for Sound Variance For Outdoor Music Event “Singing Out Against Hunger” To Take Place On Saturday, September 14th and Sunday, September 15th from 9:00am to 1:00pm**

President Roderick opened the Public Hearing for the request from Lisa Machado, Coastal Roaster for a Sound Variance. Ms. Machado explained the fundraising event would take place at Coastal Roasters on Saturday and Sunday from 9-1 p.m. President Roderick called for comments from the public. Mr. Holmes comment, ditto. There were no other comments. President Roderick closed the Public Hearing.

Councilor Lambert made a motion, seconded by Councilor deMedeiros to approve the request for a Sound Variance for Lisa Machado, Coastal Roasters for Outdoor Music Event “Singing Out Against Hunger” to take place on Saturday, September 14<sup>th</sup> and Sunday, September 15<sup>th</sup> from 9:00 a.m. to 1:00 p.m. Motion passed unanimously.

**TOWN COUNCIL SITTING AS BOARD OF LICENSING**  
**NON ADVERTISED LICENSE**

**North Tiverton News, Harry Patel, 15 Main Road - Requests Approval of Annual Fireworks License – Subject To Meeting All Legal Requirements**

Chief Lloyd explained, trying to catch up, did inspect and recommend approval. President Roderick noted Tiverton was becoming fireworks central. Chief Lloyd noted an upcoming article in the Newport Daily News, neighboring Massachusetts does not allow fireworks, vendors can come here for two weeks and get a \$30,000 bonus. State law has no latitude. The Town Council as the Board of Licensing has the right to issue a sales license for sale of a product. Aerial fireworks are not allowed, the law gives the State Fire Marshall control except for the Town Ordinance which asks for a sales license. Cannot sell to less than 16 years of age, called the State Fire Marshall, said it was a local problem, have the police take care of it. Police Chief Blakey noted the noise ordinance was still in effect after 10 pm will enforce. Noise complaints have risen in the past year.

Councilor Lambert made a motion, seconded by Councilor Chabot to approve the request for Annual Fireworks License for North Tiverton News, Harry Patel, 15 Main Road, subject to meeting all legal requirements. Motion passed unanimously.

**APPOINTMENTS & RESIGNATIONS:**  
**REQUESTS FOR RE-APPOINTMENT**

**Historical Cemetery Commission – 3 Year Term Expiring 4/15/2016 - David E. Bell, Jr., 30 Patsy Street**  
Mr. Bell was unable to attend, was requesting reappointment.

Councilor Chabot made a motion, seconded by Councilor deMedeiros to reappoint David E. Bell, Jr., 30 Patsy Street to the Historical Cemetery Commission for a 3 year term expiring April 15, 2016. Motion passed unanimously.

**Planning Board – 3 Year Term Expiring 7/15/2016 - Peter W. Corr, 1148 Main Road**

Solicitor Teitz noted this reappointment was for the Planning Board. Mr. Corr is the current Planning Board designee to the Harbor Commission; both were listed on the form.

Councilor Pelletier made a motion, seconded by Councilor Chabot to reappoint Peter W. Corr, 1148 Main Road to the Planning Board for a 3 year term expiring July 15, 2016. Motion passed unanimously.

**Tax Assessment Board of Review – 3 Year Term Exp. 10/15/2016 - Paul R. Caron, 170 Nanaquaket Road**  
Mr. Caron was not in attendance, was requesting reappointment.

Councilor Lambert made a motion, seconded by Councilor Chabot to approve the Reappointment of Paul R. Caron to the Tax Assessment Board of Review for a 3 year term expiring October 15, 2016. Motion passed unanimously.

**NEW REQUESTS FOR APPOINTMENT FOR BOARDS WITH VACANCIES:**

**Art Commission – One Vacancy – 2 Year Term Expiring 4/15/2015 - Ruth A. Medeiros, 48 Springer Avenue**

President Roderick requested continuance to the next meeting; Ms. Medeiros was not in attendance.

**Street Advisory Committee - Two Vacancies – 2 Year Term Expiring 4/15/2015 - Michael A. Normandin, 31 Cynthia Avenue**

Mr. Normandin was a 23 year resident of the Town, retired, had time to participate. Solicitor Teitz explained any committee member who has an interest relative to the issue has to recuse from voting or participating for that particular street, or having a direct effect on them. The Street Committee needs a quorum, may have an impact.

Councilor Pelletier made a motion, seconded by Councilor deMedeiros to appoint Michael A. Normandin, 31 Cynthia Avenue to a 2 year term expiring April 15, 2015. Motion passed unanimously.

**Juvenile Hearing Board – 2<sup>nd</sup> Alternate – 3 Year Term Expiring – 10/15/2016 - Constance Fleckenstein, 58 Cottage Avenue**

Ms. Fleckenstein was retired, worked as a residential counselor in Fall River and Tiverton, has experience with adolescents.

Councilor Pelletier made a motion, seconded by Councilor deMedeiros to appoint Constance Fleckenstein, 58 Cottage Avenue, for a 3 year term expiring October 15, 2016 to the Juvenile Hearing Board, 2<sup>nd</sup> Alternate. Motion passed unanimously.

**FINANCIAL BUSINESS:**

**Town Administrator – Request Authorization to Transfer All Remaining Unspent and Unencumbered Balances in the DPW Operational Funds Accounts for FY 12-13 to Acct#554-794 (Paving). Also Carry Forward Funds to FY 13-14 and Release Funds to Paving**

Town Administrator Goncalo explained, was a Resolve on the Financial Town Referendum (FTR), to transfer the remainder of the DPW operational accounts to the Paving Account, ask the Council to carry forward and release to use as necessary.

Councilor Pelletier made a motion, seconded by Councilor Gerlach to approve the Request to Transfer All Remaining Unspent and Unencumbered Balances in the DPW Operational Funds Accounts for FY 12-13 to Account #554-794 (Paving) and to Carry Forward Funds to FY 13-14 and Release Funds to Paving. Councilor Gerlach questioned what was left in paving and if this was to exhaust the remainder of the balances for paving, affirmed by T/A Goncalo. DPW Director Berlucchi explained nothing was left in the paving account, spent approximately \$160,000, have encumbered those funds for which there is a need. Motion passed unanimously.

**Town Administrator – Requests Approval for Transfer of \$21,000 From Acct#219-266 (Group Health Insurance) to Acct#219-520 (Town Bldg/Pers Property Insurance)**

T/A Goncalo explained, last year had a quoted estimate from the Trust for liability insurance, used that figure for the budget, actual was \$21,000 higher.

Councilor Gerlach made a motion, seconded by Councilor deMedeiros to approve the Request for Transfer of \$21,000 from Account #219-266 (Group Health Insurance) to Account #219-520 (Town Bldg/Pers Property Insurance). Motion passed unanimously.

**Chief Blakey – Request Authorization to Transfer \$8,313 From Acct# 333-101(Police Salary) to Acct# 333-167 (Uniform Equipment)**

Chief Blakey requested the transfer for use with a grant to purchase Bullet Proof Vests. The vests have a shelf life, trying to replace on a regular cycle, was a recall five years ago on all vests, majority replaced this year.

Councilor Pelletier made a motion, seconded by Councilor Gerlach to approve the Transfer of \$8,313 from Account #333-101 (Police Salary) to Account #333-167 (Uniform Equipment). Motion passed unanimously.

**Chief Lloyd – Request Authorization to Transfer Funds to Cover Unanticipated Expenses on Records Server – \$3000 From Acct#331-610 (Heat) and \$5000 From Acct#331-668 (Medical Physicals) To Acct# 331-670 (Software Maintenance)**

Chief Lloyd explained the Fire Department shares a server with the Police Department, requires ongoing repairs due to storm damage, can only use a certain vendor due to the security of the system.

Councilor Pelletier made a motion, seconded by Councilor deMedeiros to approve the request to Transfer \$3,000 from Account #331-610 (Heat) and \$5,000 from Account #331-668 (Medical Physicals) to Account #331-670 (Software Maintenance). Motion passed unanimously.

**NEW BUSINESS:**

**Town Administrator – RI Emergency Management Agency Grant (RIEMA)**

T/A Goncalo explained the Hazard Mitigation Plan was last updated in 2005, have opportunity for a \$20,000 grant; Town portion would be \$5,000 in-kind., looking to inform the Council intent is to execute the grant.

Councilor Gerlach made a motion, seconded by Councilor Pelletier to approve the \$5,000 in-kind portion of the RI Emergency Management Agency Grant. Councilor Pelletier questioned if any money would be involved. T/A Goncalo noted, was for in-kind, Chief Lloyd added, in-kind could be time dedicated, printing costs or even use of facilities. Motion passed unanimously.

**Town Administrator – Ratification of Amendment to Wastewater Management Superintendent Contract – Memorandum of Agreement Revising Life Insurance From \$50,000 to \$100,000**

T/A Goncalo explained at the last meeting the Council ratified the contract of the Wastewater Management Superintendent, based on comments from the Council increased the life insurance to \$100,000, provided a Memorandum of Agreement to revise that figure.

Councilor deMedeiros made a motion, seconded by Councilor Lambert to Ratify the Amendment to the Wastewater Management Superintendent Contract, the Memorandum of Agreement Revising Life Insurance from \$50,000 to \$100,000. President Roderick questioned an increased cost. T/A Goncalo affirmed the cost would be approximately \$32 per month, had funds in the budget. Motion passed unanimously.

**Town Administrator – Ratification of Municipal Court Clerk Contract - 1Year Contract – July 1, 2013 to June 30, 2014 – Eugene Gauthier – Noticed per Charter**

T/A Goncalo explained the Municipal Court Clerk works 12 hours per week, the actual position is that of the Town Clerk, the Municipal Court Clerk assists. In the past has been an annual contract, Council discussed, is presenting as requested. The salary is up to date with a 3% increase.

Councilor Gerlach made a motion, seconded by Councilor Chabot to Ratify the Municipal Court Clerk 1 year Contract, July 1, 2013 to June 30, 2014, for Eugene Gauthier. Councilor Gerlach questioned if the \$14.40 hourly rate reflected the 3% increase, T/A Goncalo affirmed. Motion passed unanimously.

**BIDS AND REQUESTS FOR PROPOSALS:**

**Town Administrator – Request to Award Bid for No. Tiverton Fire Station Roof Reshingle to Estrella’s Home Improvements, 46 Fairfield Ave., Tiverton for \$18,250**

T/A Goncalo explained at the FTR the Budget Committee recommended \$21,000 for roof reshingle. This was advertised to strip, apply 3 feet each side ice and water shield, new flashing and 8” drip edge. This would be done by a licensed and insured company, a Tiverton resident, for \$18,250. Have some extra funding in case there is rotted wood. Would be for the entire roof. Councilor Pelletier requested an updated Certificate of Insurance Liability; this one indicated the State of Rhode Island as a certificate holder.

Councilor Gerlach made a motion, seconded by Councilor Pelletier to Award the Bid for No. Tiverton Fire Station Roof Reshingle to Estrella's Home Improvements, 46 Fairfield Ave., for \$18,250. Councilor Pelletier requested this include an updated Certificate of Liability Insurance naming the Town as a partner. Councilor Gerlach amended the motion, seconded by Councilor Pelletier to include the Certificate of Liability Insurance be updated with the Town's name. President Roderick suggested the wording of the motion be changed to not to exceed \$21,000 per the resolution. Councilor Gerlach amended, seconded by Councilor Pelletier to cap the cost not to exceed the FTR approved amount of \$21,000. T/A Goncalo noted, rotted wood found may exceed the \$21,000. President Roderick suggested coming back before the Council if necessary. Councilor Pelletier wanted the Town to be put as an additional insured party. T/A Goncalo will get that from the bidder. Motion passed unanimously.

**TOWN ADMINISTRATOR ITEMS AND ANNOUNCEMENTS:**

1. Still looking for another volunteer for the Street Advisory Committee.
2. The new Town website due to be live on July 1<sup>st</sup> has some issues with RI.gov.
3. A dog park was mentioned, have someone from the State interested in working with the Town.
4. The new Fuel Monitoring System, could possibly trade in the old tank to reduce cost, not sure yet. Would move the Police station tank to the DPW garage, dispose of the smaller tank. If the Town can trade in, should accept.
5. Computer training using Microsoft Office will be done for the rest of the employees.
6. Council requested actuals of the Wastewater Management budget, provided a handout.

**COUNCIL ANNOUNCEMENTS, COMMENTS AND QUESTIONS:**

There were no Council announcements.

**TOWN SOLICITOR – ITEMS AND ANNOUNCEMENTS:**

**Resolution Establishing Ad Hoc Land Use Procedural Improvements Committee**

Solicitor Teitz, in response to a request, drafted a resolution to establish an ad hoc land use committee, specifically procedural improvements. The committee will further research and investigate issues, divide short and long term ideas, develop referrals for the Comprehensive Plan, purposes outlined as items a-f. The membership would include the Town Administrator as Chair; consist of mostly Town staff, the Planning Board Administrative Officer, Town Solicitor, Planning Board and Zoning Board designees and one Councilor. Recommended no later than December 1, 2013. Councilor Gerlach thanked the Solicitor; focus was on procedural improvements, suggest increasing to 9 by adding 2 members of the public. If looking for new ideas and perspective perhaps should be from the outside. President Roderick suggested staying with the Solicitor's suggested membership, could get too unwieldy. Councilor Pelletier wondered if 20 people applied what would the criteria be for them. Noted the meetings would be open to the public. Councilor Chabot noted the need to review if the only people were those who were involved in the process. Councilor Pelletier suggested the Council at a later date could have a public hearing based on the Committee recommendations. Solicitor Teitz had included that in the resolution, Council can specify a public hearing. Councilor Pelletier suggested adding that to the end of #3, after December 1, 2013 a Public Hearing to be scheduled no later than a specific date. Solicitor Teitz suggested language the Town Council should hold a Public Hearing within 90 days and add that to the end of #3.

Councilor Pelletier made a motion, seconded by Councilor deMedeiros to adopt the Resolution Establishing The Ad Hoc Land Use Procedural Improvements Committee as amended to add to number 3, the Town Council shall hold a Public Hearing within 90 days. Motion passed unanimously.

**The Adopted Resolution attached at end of minutes.**

**HONORABLE STATE REPRESENTATIVE JOHN G. EDWARDS PRESENTATION**

Representative Edwards on behalf of the General Assembly, Senators Felag and Ottiano and Representatives DiPalma and Canario presented Senior Center Director Janice Gomes a check for \$2,000.

Representative Edwards explained H5394 passed the House, on way to the Senate, is not retroactive. As of July 1st would allow a contractor to put up a spec house only, taxable as it accrues.

**Draft Application For Fishing Tournament Permit On Drinking Water Supply Reservoir (Stafford Pond)**

Solicitor Teitz, to implement the ordinance passed at the last meeting, drafted an application for a fishing tournament permit. President Roderick questioned how the applicants would get this. Councilor Gerlach received correspondence from DEM Director Coit, alerted about the permit, asked to communicate out to those people who have submitted requests for tournaments and telling them about the ordinance. Councilor Gerlach recognized the short time frame will follow up. Councilor Pelletier questioned if anyone could hold more than 1 tournament simultaneously. Solicitor Teitz explained only 1 at a time is permitted by DEM.

**TOWN CLERK ANNOUNCEMENTS:**

President Roderick affirmed the Clerk should send thanks to those volunteers who did not reapply for reappointment.

**CLOSED EXECUTIVE SESSION:**

**Special Counsel Matthew T. Oliverio – Litigation -42-46-5(a) (2) - O’Dell, et al. v. David Robert, et al. CA No. 10-0517**

**Town Solicitor–Litigation– 42-46-5(a) (2)–Sakonnet River Bridge Tolls**

**Town Administrator - Prospective Business or Industry-42-46-5(a) (6) – Industrial Park**

Councilor Lambert made a motion, seconded by Councilor Chabot to enter into Closed Executive Session pursuant to RI General Law 42-46-5(a) (2) – Litigation – O’ Dell, et al. v. David Robert, et al. CA N0. 10-0517. Motion passed unanimously.

Councilor Lambert made a motion, seconded by Councilor Chabot to stay in Closed Executive Session pursuant to RI General Law 42-46-5(a) (2) – Sakonnet River Bridge Tolls. Motion passed unanimously.

Councilor Lambert made a motion, seconded by Councilor Chabot to stay in Closed Executive Session pursuant to RI General Law 42-46-5(a) (6) – Industrial Park. Motion passed unanimously.

The Council entered into Executive Session at approximately 8:20 p.m.

The Council returned to Open Session at approximately 8:55 p.m.

**OPEN SESSION:**

In Open Session President Roderick announced action had been taken in Executive Session regarding litigation.

Councilor Pelletier motioned to seal the minutes of Executive Session, seconded by Councilor deMedeiros, motion passed unanimously.

**ADJOURNMENT:**

Councilor Pelletier motioned to adjourn. Seconded by Councilor deMedeiros, passed unanimously. Council adjourned at approximately 8:57 p.m.

Minutes compiled by Leona Cook, Clerk.

A True Copy.

ATTEST: \_\_\_\_\_  
Nancy L. Mello, Town Clerk

**Town of Tiverton - Resolution**  
**Establishing**  
**The Ad Hoc Land Use Procedural Improvements Committee**

**WHEREAS**, on September 8, 2012, the Town held a Planning and Zoning Workshop, which was assisted by the RI Statewide Planning Office and the Cecil Group; and

**WHEREAS**, at such workshop, the populace brought forth many ideas for the improvement of planning and zoning in the Town, both short-term procedural ideas and long-term conceptual goals, and many ideas in between, and the Cecil Group collected these issues; and

**WHEREAS**, the Town Council wishes to proceed from this workshop and implement as many of the ideas and suggestions as desirable and practical and legal:

**IT IS HEREBY RESOLVED** by the Town Council of Tiverton that the Ad Hoc Land Use Procedural Improvements Advisory Committee (“Committee”) is hereby established and organized as follows:

1. Purposes

The purposes of the Committee shall be to:

- a. Further research and investigate the issues identified in the Cecil Group compilation.
- b. Divide out the short-term procedural ideas from the long term procedural ideas and from the Comprehensive Plan concerns.
- c. Develop a referral of the Comprehensive Plan Concerns to the Comprehensive Plan Advisory Committee
- d. Develop a set of recommendations to implement the short term and long term ideas.
- e. Develop recommendations of timeframes and responsible parties for implementation of the short term ideas.
- f. Develop recommendations of timeframes and responsible parties for implementation of the long term ideas.

2. Membership

All members of the Committee shall be electors of the Town, unless serving ex-officio or as staff (including legal advisors or planning consultants) to the Committee. The membership of the Committee shall be composed of:

- a. The Town Administrator (Chair)
- b. The Administrative Officer (staff)
- c. The Zoning Enforcement Officer (staff)
- d. The Town Solicitor (staff)
- e. The Chair (or designee) of the Planning Board
- f. The Chair (or designee) of the Zoning Board
- g. One Member of the Town Council, appointed by the Town Council (ex-officio)

3. The Committee shall report its referrals and recommendations, as set forth in #1c, 1d, and 1e above, to the Town Council by December 1, 2013, *and the Town Council shall hold a Public Hearing within 90 days.*

4. The Committee shall cease to exist as of June 30, 2014.

Adopted by the Town Council on the \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Nancy Mello, Town Clerk